
Report To: Policy & Resources Committee

Date: 31 March 2009

**Report By: Corporate Director, Environment and
Community Protection**

Report No: ECP/ENV/AB08.30

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Subject: Corporate Security Contract

1.0 PURPOSE

- 1.1 The purpose of this report is to seek authorisation from Committee to issue a tender in respect of a new corporate contract for the provision of Security Services, the estimated value of which is likely to exceed £250,000.

2.0 SUMMARY

- 2.1 External companies are currently employed on an adhoc basis across the Council to deliver a variety of security services. These services include such things as key holding, drive by etc.
- 2.2 It is believed that these services should be rationalised and drawn together into one discrete contract, delivering better value to the Council and greater control over corporate spend..
- 2.3 Although the services described above will be utilised by a number of users, Environmental Services have agreed to take ownership of the contract both with respect to coordinating the tendering exercise and to monitoring the contract thereafter.
- 2.4 A user group will be established with officers from participating services to take the tender process forward to a conclusion.
- 2.5 Appendix 1 details a breakdown of spend for 07/08.
- 2.6 Previous annual spend in Appendix 1 is prior to stock transfer and was a circa £300k per annum. RCH have declined inclusion in the proposed tender, reducing spend by £100k per annum.
- 2.7 Estimated annual spend is in the region of £200k. Based on the figures in the Appendix, therefore a three year contract is estimated at a value of £600k. In that regard, since the value of the contract is likely to exceed £250,000, in terms of the Council's Financial Regulations (para 26.5), approval is required from Committee before a tendering exercise is undertaken.
- 2.8 The likely value of the contract is such that the European Procurement Regime applies and the contract will be advertised in accordance with the relevant regulations.

3.0 RECOMMENDATIONS

It is recommended that the Committee (i) in terms of para 26.5 of the Council's Financial Regulations, authorises the Head of Environmental Services to enter into a tendering

process in respect of Security Services, (ii) notes that this tendering exercise will be subject to the European Procurement Regime and (iii) delegates authority to the Head of Environmental Services to take all necessary steps to progress the tender, in accordance with the Council's Standing Orders relating to Contracts and the appropriate regulations.

Alan G Barnes
Head of Environmental Services

4.0 BACKGROUND

- 4.1 The Council has a number of agreements in place for the supply of security services with rates varying across these agreements. This new corporate contract will replace all existing arrangements and seek best Value for the Council.
- 4.2 The new contract will need to be advertised in the European Journal using the restricted procedure.
- 4.3 There are currently no national or existing Scotland Excel contracts in respect of this service that the Council could participate in.

5.0 CONSULTATION

- 5.1 Legal
Finance – Procurement are participating fully in this exercise.

6.0 IMPLICATIONS

- 6.1 HR – None
- 6.2 Legal – Legal Services will be consulted during the course of the procurement exercise to ensure that the relevant regulations are fully complied with.
- 6.3 Equalities - None